


STATEMENT OF WORK

	UNITED STATES EMBASSY Bogota, Colombia. NARCOTICS AFFAIRS SECTION (NAS)	TITLE: JANITORIAL SERVICES NAS AVIATION UNIT BOGOTA, COLOMBIA	Number of pages: 4
			Request No. 1092940
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PLEASE READ CAREFULLY THE FOLLOWING DOCUMENT THAT EXPLAINS THE JANITORIAL SERVICES DETAILS.

- 1. Scope.** The contractor will be responsible to provide janitorial/cleaning service at designated location. The contractor will ensure personnel executing this statement of work perform all tasks in accordance with accepted industry practices for safety and occupational health.
 - (a) Tolemaida Army Base** (permanent location). The facilities at this location are composed of two maintenance hangars with office areas and storage hangar. This location has two office buildings with work stations. Based on experience, it is estimated that about 40 man hours will be required daily to keep these facilities in clean condition.
 - (b) Melgar Air Force Base** (Permanent location) includes two flight simulator areas, teaching classes area, it is estimated 8 hours man work required daily to maintain these facilities in clear conditions.
- 2. Cleaning.** The contractor shall be responsible for ensuring floors, rest rooms, showers (where applicable), and office desk areas are cleaned daily. Office areas include containers being used as offices/working space. The contractor shall use soap and water to clean floors. The trash shall be dumped in approved containers as required during the day to promote hygiene conditions. The contractor shall ensure toilet tissue and hand towels are available at all times, these supplies will be provided by the vendor. Glass doors and windows (on the inside) shall be cleaned at least once per week. The contractor shall post warning signs indicating areas where floor is wet. Annex 1 contains a detailed checklist for services to be provided.

The contractor shall be coordinate with the Airport Administrator the garbage disposal. Must be ensuring storage of the products and cleaning equipment and using safety sheet for each product (MSDS). The cleaning products, while in the base must be stored in HAZMAT cabinets, which will be provided by the Vendor.

3. **Janitorial services.** The contractor's personnel shall be responsible to report failures in light bulbs, minor plumbing repairs, minor doors repairs, and other minor facilities repairs.
4. **Service hours.** Normal working hours are from 7 a.m. to 4 p.m. one hour for lunch, Monday through Friday and 7 a.m. to 12 p.m. on Saturdays and Holidays. Holiday is required only half of contractor's personnel and they can rotate. Janitors are required to work during Colombian legal holidays. Schedules may need to be adjusted for operating location, because the operation is continuous.
5. **Industrial safety, social security and occupational health.** It is the contractor's responsibility and obligation to ensure that all people working on the project meets the current legal provisions of the Ministry of Social Protection on industrial safety and occupational health for the various activities to be carried out that affect the job site personnel and the general public.

The contractor who is awarded the contract for the work shall ensure that all workers and subcontractors who are employed on the project are registered with a Social Security System which includes an E.P.S. (Health Entity) and an A.R.P. (Professional Risk Administration Company), Parafiscal and that they are up to date with the respective payments. The contractor shall likewise take on responsibility for any damages or prejudices, which might result from the said activity.

6. **Supplies, tools, and personnel.** The contractor shall be responsible for all cleaning supplies, hand tools, and trained personnel necessary to support the requirements of this statement of work. The contractor is responsible for health and occupational insurance of his personnel.
7. **Transportation and lodging.** The contractor is responsible for all transportation, meals, and lodging costs associated with his personnel conducting this scope of work. In the event the U.S. government provides transportation, the contractor should not charge the government for transportation costs.
8. **Security and access.** While at the base, all contractor personnel shall follow the security rules mandated by the U.S. Government representative or local Colombian commander. The U.S. Government representative will assist the contractor's personnel with access to the bases as required.
9. **Government furnished property.** When available, the U.S. Government (USG) may provide the contractor with lodging facilities or transportation required to provide the services at certain locations where commercial facilities or taxi service are not available. Facilities may include lodging for contractor's

personnel. The USG will provide any required training needed to safely operate USG equipment.

10. U.S. Government Representative. The contractor shall coordinate the services with Alvaro Agreda, will be Point of Contact for this contract. Phone: 3138887931

11. Contractor personnel supervision. The contractor shall be responsible for supervision of his/her personnel. The contractor shall assign one of the cleaning/janitorial workers as the site supervisor at each location. The contractor shall assign a field coordinator, who will be the single point of contact for all technical matters related to this statement of work. This field coordinator will keep the U.S. government representative informed of personnel changes, supply needs, and other matters which could impact this statement of work. The field coordinator shall conduct site visits (at least one per month) to ensure that cleaning and janitorial personnel are performing their tasks in accordance with this statement of work.

The field coordinator shall ensure the cleaning and janitorial personnel use and fill out the daily cleaning/janitorial services checklist (to be provided by the U.S. government). This checklist will be used by U.S. government inspectors to ensure compliance with tasks discussed in this statement of work. The attached quality assurance checklist should be used as a guide.

At a minimum, the checklist will address the following general areas (See Annex 1):

- A. Cleanliness of office work areas.
- B. Cleanliness of rest rooms and sufficient supplies available.
- C. Cleanliness of floor carpets.
- D. Trash collection and disposal.
- E. Cleanliness of glass doors and internal windows.
- F. Toilets and water faucets in working conditions.
- G. Light bulbs are operational. H. Air conditioners operate (contractor not required to repair)
- I. Door locks work properly.
- J. General internal and external appearance of facility.
- K. Identification of safety/hazard condition (broken steps, broken window, wet floor, electrical wire out in the open, etc.).

12. Period of performance. The performance period of this contract is from the contract award date and continuing until the mission end date July 21st, 2011. This contract could be cancelled unilaterally by the U.S Government.

Annex 1 Technical Checklist

1. Daily Routine Operations

- 1.1. Sweeping, mopping, polishing, and/or dusting all floors including corridors, lobbies, etc. and must be serviced continuously during hours of public use to guarantee cleanliness throughout the day.
- 1.2. Cleaning and dusting of tables, chairs, cabinet tops and computer/printer, artwork, refrigerators, and other furniture/equipment including those in the conference rooms and library.
- 1.3. Cleaning, deodorizing and disinfecting comfort rooms/washrooms.
- 1.4. Cleaning and dusting of all railings, counters, and door knobs.
- 1.5. Thorough cleaning and disinfecting comfort rooms/wash rooms.
- 1.6. Emptying and cleaning of ashtrays, waste cans/baskets, and proper disposal of garbage.
- 1.7. Keeping free of obstructions of all corridors, hallways, lobbies, entrances and stairways.
- 1.8. Report necessary repair works to NAU facilities maintenance management.

2. Weekly Period Operations

- 2.1 Thorough washing with soap and water on all floors.
- 2.2 Washing and scrubbing of covered walkways and stairways.
- 2.3 Thorough cleaning of outside and inside surfaces of all glass walls by means of the approved glass cleaner.
- 2.4 Cleaning of window blinds.
- 2.5 Polishing of hand rails, reception tables and stairs.
- 2.6 Dusting of paintings, bulletin boards, and other hanging objects including fire extinguishers.
- 2.7 Removing cobwebs from all areas.
- 2.8 Vacuuming all chairs in the boardrooms/conference rooms, officials and staffs rooms.
- 2.9 Washing and cleaning of electric fans, refrigerators and lighting.
- 2.10 Vacuuming and cleaning of all upholstery, modular partition walls, chairs and the like.

3. Miscellaneous Services

- 3.1 Carrying or hauling of furniture and fixtures, supplies, records, etc.
- 3.2 Reporting of all damages and electrical malfunctions, plumbing, etc.
- 3.3 De-clogging/Minor plumbing.
- 3.4 Light bulbs are operational.
- 3.5 Door locks work properly.
- 3.6 General internal and external appearance of facility.
- 3.7 Identification of safety/hazard condition (broken steps, broken window, wet floor, electrical wire out in the open, etc.).